**<https://www.youtube.com/watch?v=q98if3mPpt0>**

How to Ace a Job Interview

If you've got a big job interview coming up, how do you prepare? Career consultant Maggie Mistal of Martha Stewart Living Radio has excellent advice for anybody looking to face a job interview.

Watch the interview and take notes on each of the following aspects:

1. What should you do, at the beginning of the interview, as an ice-breaker?
2. What should you say if they ask you why you want to leave your job?
3. What if you are overqualified?
4. What advice does she give for young people without enough experience?
5. Should you mention the salary?
6. Should you talk about flex time / vacation?

*Useful vocabulary*:

Nerve-wracking

Downshift

To be in somebody’s shoes

To be willing to + infinitive

Internship

To bring up a subject

How to Ace a Job Interview - KEY

1. What should you do, at the beginning of the interview, as an ice-breaker?

You should think it is a conversation. Smile and try to be relaxed. Talk about the weather to give yourself a chance to take a breath. Think that it is nerve-wracking for both parties.

1. What should you say if they ask you why you want to leave your job?

Don’t say you can’t stand your boss, even if it’s true. Say that you’re moving on because you want to be in a place where you can be managed and get guidance, a place to develop.

1. What if you are overqualified?

Say that you want to downshift, that you don’t need to be in charge but to contribute.

1. What advice does she give for young people without enough experience?

Internships are great. Show situations where you were able to succeed. Use references (teachers, professors, somebody you volunteered for, who can attest to your ability).

1. Should you mention the salary?

Don’t bring up the subject right away. Use salary calculators (salary.com, indeed.com, etc.), look at the job title to get the range of salaries for that position in your geographic area based on your level of experience. Become the superstar of this person and then negotiate the salary, but first see if it’s a good fit, if you picture yourself in there.

1. Should you talk about flex time / vacation?

Wait for the ‘come back’. Be your best self and let them know why you’d be a fantastic fit

*Useful vocabulary*:

Nerve-wracking: causing a person to be very nervous.

Downshift: leave a well-paid job to do something that gives you more time and satisfaction but less money.

To be in sb’s shoes: be in the situation (usually bad or difficult) that sb. else is in.

To be willing to + infinitive: agree freely to do something.

Internship: the position of a student or trainee who works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification

To bring up a subject: start to talk about a particular subject.